

Specifications for Form 1138a, 7-59
"Agency Multi-Purpose Envelope"

1. Size

- a. 12" x 10".

2. Construction

- a. Envelope to be constructed with a built-in window pocket for insertion of a 5" x 3" slip of paper or card. Pocket to have a non-gummed tuck-in flap to insure that the paper or card will not fall out during routine mail handling.
- b. Window pocket to be placed in the middle of the envelope. (See attached drawing.)
- c. Envelope to have a flap opening, 2" - 2½" deep at the right end. (See attached drawing.)
- d. Flap will be coated with an un-objectionable tacking Resin base glue that will enable the flap to be securely affixed to the envelope body.

3. Paper Stock

- a. Envelopes will be 20# - 24# unbleached kraft paper stock.

4. Quantity Ordered

- a. 1,000,000

5. Material Samples

10-15 dummy samples will be furnished with bid for testing. Size and construction features must be as specified herein to provide accuracy in testing.

6. Due Dates

- a. Material Samples. Submit with bid on or prior to closing date.

- b. Delivery - 500,000 envelopes 30 working days after award of contract, balance of 500,000 envelopes 45 working days after shipment of 1st half of order.

7. Identifications and Markings

- a. No identification or markings, such as job number, plate number, trade number, or data identifying the contractor,

- b. Cartons, Packages, Bills of Ladings, Packing Lists, etc., the name of the Agency shall not be shown on any shipping containers or documents; identify and mark all inner packages, etc., with contents only (Form number, edition date and quantity). All outer cartons, etc., with contents, order/contract number, consignee and consignor address only.

17 July 1959
Date


Chief, Forms Management Branch

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